

Move-Out Instructions

Your lease end date is fast approaching. The following procedure is required and failure to address these items will result in charges against your Security Deposit:

1. The power and water **MUST** remain on and in service for seven (7) business days after the end date of your lease.
2. All occupants **MUST** vacate premises on or before 10:00 a.m. on lease end date with **NO EXCEPTIONS!** To avoid excessive charges against your Security Deposit, unit should be cleaned, all damages repaired (repairs **MUST** meet the APM quality of standards), change address in tenant portal, complete Move-out Information sheet **including forwarding address, and turn in all keys and door codes** to APM Clemson office on or before deadline. Anything left undone after keys and Move-out Information sheet have been turned in to APM will be deducted from the Security Deposit.
3. Notify APM before moving out of all repairs needed by submitting a maintenance request through the tenant portal. Notify, in writing, of services have been provided by a professional at info@apmclemsion.com. A paid receipt is required from the tenant at the time of move-out to get credit for work being done.
4. If you did not pay a make ready fee you must complete all tasks in this letter. If you are unsure if you paid your fee you can look on your property boss account.

The “Make-Ready Fee” that you paid before moving in will pay for the basic cleaning of your unit and carpet cleaning upon move-out. The following are examples of items that past resident(s) have been charged for upon Move-Out:

1. Cleaning – There is a basic cleaning charge that covers cleaning sinks, sweeping/mopping, dusting...essentially light housekeeping. To prevent additional charges, pay close attention to the appliances (inside, outside, under, and behind) and vent hood, tubs, sinks, toilets, air filter and register cover, ceiling fans, windows/blinds/window sills, etc.
2. Leaving unwanted items, and/or trash behind.
3. Dirty and/or broken light fixtures and ceiling fans.
4. Windows – Dirty, broken or missing blinds, broken or missing screens, etc.
5. Plumbing – Stopped up toilets, sink drains, garbage disposal, etc.
6. Walls – Holes, excessive dirt, head stains, scrapes, etc.
7. Light Bulbs (Including fluorescent bulbs).
8. Smoke Detectors – Batteries, replacing the device and/or rehanging it.
9. Damaged Carpet – Stains, holes, etc.
10. Carpet – Vacuum paying special attention at the molding. APM will schedule all carpet cleaning at tenants’ expense.
11. Keys – Not returning keys to the office by the lease end date.
12. Stop Check Payments- Failure to provide the Landlord (APM Clemson) with a forwarding address, in writing, by the lease end date results in stop check fees. The SC Real Estate Law states that Landlord (APM Clemson) **MUST** mail security deposits and/or security deposit settlements to the last legal address on file. If you fail to provide a forwarding address in writing by the lease end date, your security deposit and/or settlement will be mailed to the “last known address” we have on file.
13. Busted Doors and Door Jambs.
14. Pet Fines – Pet fines are charged when evidence is found that tenant(s) have been housing an unauthorized pet.

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15. Pet Damages – Any and All damages caused by pet(s).
16. Reconnection Fees – If utilities are disconnected prior to one (1) week post lease end date
17. Miscellaneous/Other Charges
 - a. All damages during the lease term.
 - b. Excessive cigarette butts, trash, etc. inside and/or out of the unit.

NOTICE: We are providing this list to our tenants to serve *ONLY* as a guide in preparing for “move-out day.” If you are unsure about something listed or there is something not mentioned, please email info@apmclemsn.com as soon as possible.

We want to return your whole Security Deposit. The following items, however, will need to be completed before you check out. It will be less expensive for you if you do the following yourself:

1. Remove all trash and personal items from the interior and exterior.
2. **NO** items are to be stored or left for new tenants*.
3. Mop all tile and vinyl flooring making sure to remove all stains and marks.
4. Vacuum carpet. If your unit is furnished, all upholstery must be clean as well. If carpet must be replaced, the replacement charge will be based on percentage of depreciation versus life expectancy of the carpet.
5. Clean all baseboards, molding, and paneling. Wash walls paying special attention to areas around light switches, hallways, and doorways.
6. Clean all windows and secure screens.
7. Clean and disinfect all bathrooms thoroughly including mirrors.
8. Clean all appliances inside and out. Including, but not limited to the stove/oven, refrigerator, dishwasher and microwave (if applicable). Replace stove drip pans with the proper drip pans if they cannot be cleaned; otherwise, you will be charged for the proper drip pans.
9. Clean and wipe down all kitchen and bathroom cabinets and drawers (inside and outside).
10. Replace anything that has been broken during your residency or submit a maintenance request prior to moving out. For example, light fixtures, outlet covers, blinds, etc.
11. If you have modified the unit by painting walls, you are responsible for restoring it to the original color. Otherwise, we will have it painted and deduct the cost from your Security Deposit. Also, any holes in walls need to be patched and stains treated.
12. Any doors or door frames that are damaged must be reported to APM for repair/replacement prior to moving out.
13. Broken windows must be repaired also.
14. Replace air filter, all light bulbs and smoke detector batteries before vacating the premises to avoid being charged a \$60.00 per hour labor fee plus materials.
15. Set thermostat on Auto Air Conditioning and no lower than 76 degrees.
16. Turn in ALL keys to our office (front door, bedroom, mailbox, gate readers, garage door openers, etc.) along with the completed Move-out Information sheet by the lease end deadline. Be sure to note a forwarding address to ensure that your security deposit is mailed to the correct address. Your security deposit will be mailed by the 30th day after the lease end date.

When your keys have been returned to APM Clemson, it is assumed that the unit is vacant. **APM Clemson is not responsible for missing or damaged personal items left behind in the unit after keys are returned or the lease end date.*